



## Texas Association of Collegiate Program Officials (TACVPO)

### Quick Guide to Submitting a TACVPO Session Proposal

The TACVPO board along with invited peers will evaluate all submission. Information included in the submission will be used by determine relevance for the conference attendees, assist with session, and help attendees find the sessions most relevant to them.

Below is a brief submission format:

TACVPO Session Proposal	
Title	A brief and descriptive explanation of your session.
Submitter	Name of person(s) submitting proposal, including contact information.
Institution Name	
Institution Type	Public 2-year, Private 4-year, NCD etc.
Session Description	<p>A 250-450 word description of your session, including a summary of the topic and of the information, takeaways, benefits, or lessons that you expect conference participants to gain. This is the primary element of your proposal that the reviewers will use to evaluate your session.</p> <p>If your session is accepted, you will be asked to provide a refined 50-word summary for the conference program and marketing materials.</p>
Audience Engagement	Make clear what kind of audience interaction and engagement will be intended.
Session Leaders and Presenters	The accurate names, titles, organizations, and contact information for the people organizing the session, presenting, and facilitating discussions. <i>No one may lead or present in more than two sessions.</i>
Conference Track	One of the defined conference tracks that best describes the major focus of your session and will be used to help conference participants find
Target Audience	<p>Describe the target audience, this may include institution type (NCD), job type (SCO), student service (credit for military service) or other.</p> <p>Audiences type will be used by evaluators to help determine the mix of sessions for attendees at the conference and will be used by attendees to find sessions most appropriate for their professional development.</p>
Session Format	<ul style="list-style-type: none"> <li>• Facilitated Discussion</li> <li>• Informative Presentation</li> <li>• Panel Discussion</li> </ul>
Technology requirements	Standard presentation set up will be available. Please have presentation available on flash drive as well as submission electronically.
Additional Information	

**Submit to:** Monic Galvan, Secretary- [mglavan@lrgvdc.org](mailto:mglavan@lrgvdc.org) or Philip Hoy, 1st Vice-President - [phoy@dallascollege.edu](mailto:phoy@dallascollege.edu)



TEXAS ASSOCIATION OF  
COLLEGIATE VETERAN  
PROGRAM OFFICIALS

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